

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Document Division, CR

DATE: 1 May 1958

FROM : Acting Director of Logistics

SUBJECT: Distribution of CIA Information Reports

REF : Memo from C/DD/CR, to C/PSD/OL, dated
7 November 1957, same subject as
above

1. Referenced memorandum proposes that the Printing Services Division assume responsibility for making standard distribution of CIA Information Reports. Subsequently, representatives of this Division and of Documents Division met to discuss the proposal and to devise methods by which it could be inaugurated.

2. The general concepts of economy and speeded up production were agreed to, but it was also evident that the additional workload involved could not be assumed under Printing Services Division personnel ceilings. Since the exact number of man-hours required to make the distribution was not known, it was mutually agreed to implement the proposal on a trial basis with a detail of necessary personnel from OCR. The trial period indicated that the one person detailed was not adequate to do the complete distribution job. During the past 30 days OCR has detailed a second person in an attempt to do the complete distribution job within the Printing Services Division. It is now the opinion of the Printing Services Division that the distribution of CIA Information Reports can be accomplished in their present volume if two employees are made available.

3. Since the necessary man power requirements for the taking over of the responsibility for distributing CIA Information Reports have been determined, the Printing Services Division can assume this responsibility only if the necessary slots and personnel are provided. It is therefore suggested that to continue this distribution, OCR transfer two slots and two persons who have been performing the function in OCR to the Office of Logistics, Printing Services Division. If this is not possible, the Printing Services Division can continue this distribution only as long as OCR details the necessary personnel.

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Distribution:

1 - Addressee

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